

ARIZONA DEPARTMENT OF EDUCATION

**Tom Horne**  
Superintendent of  
Public Instruction



School Finance  
1535 West Jefferson  
Phoenix, Arizona 85007  
(602)-542-5695  
(602)-542-3099 fax

STATE OF ARIZONA

---

**SCHOOL FINANCE MEMORANDUM 05-037**

**TO:** Littlefield Unified District, Mohave County Superintendent  
**FROM:** Philip Williams, Deputy Associate Superintendent of School Finance  
**DATE:** March 15, 2005  
**SUBJECT:** A.R.S. 15-825.01 - Certificates of Educational Convenience Students  
**Attending Schools in an Adjoining State**

---

All required worksheets to claim tuition of Certificate of Educational Convenience A (CEC-A) for students attending school in an adjoining state (A.R.S. 15-825.01) are posted on the ADE web site at <http://www.ade.az.gov/schoolfinance/Forms/CEC/Default.asp>. The *Tuition Worksheets for Students Attending Schools in an Adjoining State* are to be completed by the District of Residence. The students attending school out of state must be reflected on the ADMS45-1 and 40-1 reports, as well as the CEC-A SPED04 and SPED16 reports under the appropriate out of state district's County Type District number.

The District of Residence must complete page 1 of the worksheets to compute an equalization base for the CEC-A students. The calculated tuition on page 2 is equal to the lesser of the tuition charged or the attending districts guaranteed tuition level minus the equalization base for the students. If line 5 on page 2 is negative, the district will not receive excess tuition for these students as the amount of support the district received per student is more than the attending district's tuition charge. Excess Tuition is received if costs are in excess of the equalization base. The District of Attendance must complete page 2, the *Tuition Worksheet for Students Attending School in an Adjoining State*. This form is to be forwarded to the District of Attendance by the District of Residence.

All students reported on these worksheets must be reflected on the ADMS 45-1 & 40-1 reports; or if applicable, on the SPED 16, CEC-A SPED 04. All of these reports are accessible from your district's home page on the ADE web site at <http://www.ade.az.gov/districts/>.

**Receipt of accurately completed Tuition worksheets submitted by April 15, 2005 will be calculated for funding during fiscal year 2005. Tuition worksheets received after April 15, 2005 will NOT be processed.**

---

If you need assistance with the file submission process, please contact your local Regional Training Center <http://www.ade.az.gov rtc/> or the ADE Support Center at (602) 542-7378 or toll free at (866) 577-9636.

If you have questions or need assistance completing these forms, please contact Lori Damanti at (602) 542-3303 or send an email to [ldamant@ade.az.gov](mailto:ldamant@ade.az.gov).